

# CLERK OF CIRCUIT COURT

## Basic Function

Directs the administration of, operations of, and maintenance of records for the Circuit Court branches within Dane County, as set forth in Wisconsin Statutes.

## Duties and Responsibilities

- . Develop and control the annual budget of the Circuit Courts and the judges' office.
- . Supervise the preparation of docket or calendar of cases to be called.
- . Collect court fees or fines and maintain a record of accounts, including all payments and arrearages.
- . Maintain numerous court books or records required by state law, including the court record, criminal record, minute book, judgment book, information book, judgment docket, lien docket, and an index or indices to most of these.
- . Authenticate, certify, and transmit various legal documents as required by statute.
- . Collect and disburse alimony and support payments.
- . Issue executions and writs of assistance.
- . Perform various duties with respect to jurors, including assisting and monitoring Jury Commissioner activities and jury selection.
- . Issue and sign subpoenas.
- . Supervise the maintenance of the County Law Library.
- . Maintain a certificate list.
- . Maintain a register of officials.
- . Notify the Secretary of State annually of all municipal justices who filed their official bonds during the preceding year.
- . Serve as liaison between the judiciary and the County Board.
- . Provide all notary public application information and approve all notary bonds.

(over)

Supervision Exercised

Administrative and functional supervision exercised over professional and office support staff personnel.

Supervision Received

Elected official (if appointed to complete a term of office, the Dane County Circuit Court judges provide general supervision).

Qualifications

Requires good knowledge of court practices and procedures as they relate to court records management, legal documents, laws and court rules. A comprehensive knowledge of supervisory principles and practices is also required as demonstrated by supervisory experience. Prefer experience with electronic data processing equipment as it is used in records management.